

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Tuesday, June 19, 2018, 8:30 a.m.

Present: Chair Allin Thompson, Vice Chair Gary Carreiro, Clerk Judith Underwood, Superintendent Dan Pelletier, Comptroller Sandra Sieger, Sr. Billing Administrator Wellesley Marsh, Board Secretary Tracey Alves, Town Administrator Chris Clark, Dana Milan

Chair Thompson called the meeting to order at 8:30 a.m.

Chair Thompson entertained a motion to approve the minutes of May 17, 2018 and May 30, 2018. Vice Chair Carreiro moved to approve the minutes of May 30, 2018 with a second by Clerk Underwood; 3-0-0. The minutes of May 17, 2018 will be amended and added to the next meeting agenda.

The CVEC solar contract is coming along. Superintendent Pelletier anticipates that it may be ready for the next Board meeting.

Town Administrator Chris Clark presented to the Board, the Superintendent's Salary Survey that had been prepared by the Interim Assistant Town Administrator Bob Laughton. Once the presentation was complete, Vice Chair Carreiro motioned to approve the Water & Wastewater Superintendent position advance from an M6, Step 9 to an M8, Step 6 at \$111, 228.00 and to strike that the position "will not be reviewed for 5 years" and instead add that the position "will be reviewed annually." Clerk Underwood seconded the motion; 3-0-0.

A budget update regarding internal transfers was given. It was determined that funds can be moved within the operating budget but never exceed the bottom line figure.

Superintendent Pelletier provided the Board with an update regarding well specific capacity and the health of the Water Department's wells.

The Capital Outlay/Rate Study proposal by Tighe & Bond was discussed.

An overview of the new software program PeopleGIS was given.

Superintendent Pelletier has been reaching out in search of independent legal counsel.

CDM Smith will be ordering mark out services for borings from the Water Department for phase 2 of the sewer project. The Water Department does charge for this service and therefore CDM Smith will be billed once the work has been performed.

Superintendent Pelletier relayed to the Board that water customers who have irrigation systems have been asking how sewer billing is going to work? There have been questions pertaining to whether sewer billing would include a mathematical irrigation deduction for those with irrigations systems and/or if water customers with irrigation systems would have to have an additional irrigation meter installed in their plumbing beyond the water meter that they already have? Answers to these questions will need to be determined.

Superintendent Pelletier provided the Board with an update on the work that he has been doing for the WMA permit.

Vice Chair Carreiro relayed that he wanted to recognize Assistant Superintendent Steve Hicks for his exemplary service and professionalism that he provides to Harwich water customers. Vice Chair Carreiro also recognized the entire staff for providing excellent service.

Clerk Underwood spoke briefly regarding the importance of the town identifying a recharge area for wastewater.

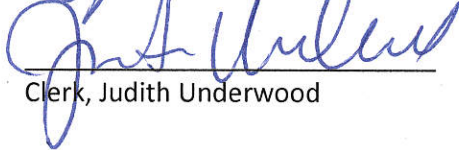
The next Board meeting will be held on Wednesday, July 11, 2018 at 8:30 a.m.

Chair Thompson entertained a motion to adjourn at 10:42 a.m. Vice Chair Carreiro moved the motion with a second by Clerk Underwood; 3-0-0.

Respectfully submitted,


Allin P. Thompson, Chairman


Gary Carreiro, Vice Chair


Clerk, Judith Underwood


Dan Pelletier, Superintendent


Tracey Alves, Board Secretary